Section Overview

Introduction   This section will provide you with information pertaining to processes in the HRSIC Administration Menu.

In this section   The following topics will be discussed in this section:

Processes

HRSIC Data Transfer

The Data Transmission event is located in the HRSIC Administration Menu (Option "J") from the Main Menu screen in SDA II. The following will occur during data transmission:

- The Data Transmission process will be automated and will run as follows:
- Daily
- 1130 EST for East Coast PERSRUs
- 1130 CST for Midwest PERSRUs
- 1130 PST for West Coast PERSRUs including Guam and Hono
- Nightly
- 0230 for all PERSRUs. Unless an update is running.
- HRSIC will have the ability to perform a full manual and a partial manual transmittal process.
- You may not review/approve documents while data transmission is running.
- PERSRU's should check the CP1 Reports, available on the TCC's computer (PMIS/JUMPS), to ensure transmittals are received.
- See the SDA II Design Document for a detailed and technical overview of this process.

Enter "saart" for Fast Path ID or press "JA'' from the main screen in SDA II. The following Screen 1 of 1will be displayed showing the action to be taken:

HRSIC Data Transfer (Screen 1 of 1)

If you want to only transmit records by specific auditors, enter the auditor's IDs separated by commas (with no blanks) and the reporting unit you wish the transactions to be assigned to.
If you want to transmit records for all PERSRUs leave the fields blank and press the F1 key.
If you want to cancel the procedure press the F4 or Escape key.

   Auditor IDs: _____

RU: 99

Processes, Continued

CP1

To ensure transmittals have been received by HRSIC, check the CP1 menu in PMIS/JUMPS. If a transmittal is not shown on CP1 please contact HRSIC (mas).

Transmittal cover sheets may be viewed or printed by selecting the System Administration Menu (option "I") from the Main Menu and then by selecting View Transmittal Reports (option "B").

Database Update/Start of Day

The Database Update/Start of Day is used by HRSIC to load data files or the unit file. Enter "sadbupd'' for Fast Path ID or press "JB'' from the main screen in SDA II. The following should display the fields and action to be taken in the Data Update screen:

Note: See SDA II Design Document for a detailed and technical overview of this process.

Data Update

Load the data files?: <u>N</u>
OR
Load the UNIT file?: <u>N</u>

Field	Action
Load the data files	Enter Y to load the data files.
Load the UNIT file	Enter Y to load the Unit file.

Directory Cleanup

Many of the system directories used by SDA II are cleaned up during the database update procedure. The directories should be periodically examined to insure files are being deleted/archived properly.

Processes, Continued

Directory Cleanup, Continued

Enter "saclean'' for Fast Path ID or press "JC'' from the main screen in SDA II. The following should display the fields and action to be taken in Screen 1 of 2:

```
                         Directory Cleanup (1 of 2)

The SDA II Directory Cleanup procedure will check the following
directories for files that are more than 030 days old.
These files will then be deleted from the system.

sda_temp/              -Temporary Directory
sda_archive/           -Archive Directory
sda_rpt/               -Reports Directory
sda_print/             -Telnet Printing Directory

Run the Directory Cleanup procedure?: ___
```

Field	Action
Run the Directory Cleanup procedure	Enter "Y" to continue or "N" to return to the menu.

Press the "Return" key and Screen 2 of 2 will appear with the fields and the action to be taken:

```
                         Directory Cleanup (2 of 2)

SDA II is checking the following directories for files that are older than v-days: 030
It then deletes the files.

               -Temporary Directory:      /proapps/sda_temp
               -Archive Directory:        /proapps/sda_archive
               -Reports Directory         /proapps/sda_rpt
               -Telnet Printing Directory /proapps/sda_print
                        Information
          The Directory Cleanup process is complete.

                         <OK>
```

Processes, Continued

Help File
Maintenance

The help text maintenance is used by HRSIC to update information provided by
"HELP" keys in SDA II. Enter "sahelp" for Fast Path ID or press "JD" from the
main screen in SDA II. The following screen displays the files.

```
                        Help Text Maintenance

File                    Title
                        Blank Help Screen
addacdu.p               Amend AD Orders/Module
adtmnt.p                Reserve ADT-AT Orders Less Than 139 Days
advpay.p                Online Advance Pay
advpaya_w.p             Advance Pay & Allowances Worksheet
advpaya.a.p                     Online advance Pay & Allowances
advpay_b.p              Online Advance BAH
advpay_o.p              Online Advance Overseas Housing Allowance
alotadr.p               Change allotment Address
amdterm.p               Amend AD Term Date/Module
```

Highlight a file that is needed. Press the "Return" key and the following
will display the fields and action to be taken in the "Help File Maintenance"
screen.

```
                        Help File Maintenance

                        Help Maintenance Update
        Field:                                      File: adtmnt

            Help Title: Reserve ADT-AT Orders Less Than 139 Days

    Answer Wheel Procedure: _____

     Validation Table Name: _____
     Validation Field Name: _____
```

Field	Action
Answer Wheel Procedure	If an answer wheel program exists for the field, enter its name.
Validation Table Name	Enter the table name listed in the val_code file or leave blank.
Validation Field Name	Enter the field to be located in the val_code or leave blank.

Processes, Continued

Help File Maintenance, Continued

Press the "Enter" key and the following screen appears:

Help File Maintenance		
File:	Field:	Screen: 1 of: 2
(Help Text)		

Enter the desired information and press <F4> to end.

Purge Transaction History

This process removes unnecessary transaction history from your database that is older than 6, 12 or 18 months, as requested, and will be executed and maintained by HRSIC. Enter "purge" for Fast Path ID or press "JE" from the main screen in SDA II. The procedure will run as soon as it is selected. When the screen says "Procedure complete", press space bar to continue.

About SDAII

The "About SDA" screen displays general information. Enter "about_sda" for Fast Path ID or press "JF" from the main screen in SDA II. The following screen should display:

```
                        About SDA II


                    Version:  3.0 Beta
            Last Full Backup Was Done:  05/01/98
         Last Incremental Backup Was Done:  05/15/98
            Data Directories Were Cleaned:  01/27/99


                Operating System:  UNIX
      Physical DataBase Name:  /proapps/sdaii_db/sdaii
              Logical database name:  sdaii
                 Schema Holder:  sdaii


                Database Type:  PROGRESS
                 Database Version:  8
             Database Code Page:  ISO8859-1


                  Screen Lines:  21
                  Message Lines:  2
                  Terminal:  vt100
```

Processes, Continued

View Database
Update
Reports

The View Database Update Reports allow you to view report files for selected PERSRU's and to see what records errored out. Enter "updrpt" for Fast Path ID or press "JG" from the main screen in SDA II. The following should display the field(s) and action to be taken in Screen 1 of 2.

View DataBase Update Reports (Screen 1 of 2)

Reports For PERSRU District: 53 OPFAC: 47400 RU: 99

Report Files   Already Viewed?

_____
  _____
_____
  _____
_____
  _____
_____
  _____

Field	Action
Report Files	Highlight the report you wish to view using the arrows on the keyboard. Press the <F1> key.

Use the arrow keys to view the report.

Continued on next page

Processes, Continued

HRSIC Reports Menu

The HRSIC Reports Event provides various reports upon demand. Enter "hrsic_rptm'' for Fast Path ID or press "JH'' from the main screen in SDA II. The following screen will be displayed:

```
                              HRSIC Reports Menu

Report Files                                           Already Viewed?
A.  Users Not Accessing SDA II Report
B.Users Made Inactive By Departing 8C Report
C.Approved Transactions Report
D.Approved Totals Report
E.  GDG Report
F.  Update FTP Password Date

_____
  _____
```

User Not Accessing SDA II Report

This report is available on the HRSIC Reports Menu. Enter "usraccess'' for Fast Path ID or press "JHA'' from the main screen in SDA II. The following screen will be displayed showing the fields and action to be taken for Screen 1 of 1.

```
                    SDA II – User Access Report  (Screen 1 of 1)

The report will list users who have not logged into the SDA II system within a certain number
of days.

Enter the number of days.  Any users that have not accessed SDA II within the number of
days will be listed on the report.

        Number of Days: 0
```

Field	Action
Number of Days	Enter the desired number of days to be flagged and reported.

Processes, Continued

User Not Accessing SDA II Report, Continued

Press the "Enter" key and the following screen will appear**.**

Users Who have not Access SDA II within 0
SDA II Users Access Report
Printed: 99APR06   Page 1
THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974, TITLE 5, USC, SECTION 552A.
The following users have not accessed SDA II within 0 days.

```
                                                              Last
User Name      User ID       SSN      Dist  OPFAC RU   Accessed
------------------------------------------------------------------------------
-----------
```

Use the arrow keys to view the report or press <F4> to exit.

Users Made Inactive By Departing 8C Report

This report is available from the HRSIC Reports Menu. Enter "usrinactiv" for Fast Path ID or press "JHB" from the main screen in SDA II. The following screen should display the fields and action to be taken in Screen 1 of 1.

Note: See the SDA II Design Document for a detailed and technical overview of this process.

Inactive Users Report (Screen 1 of 1)
The report will list SDA II users who have departed their PERSRUs and are now considered "inactive".
Enter a date range below. Any SDA II users that became inactive during the date range will be listed on the report.
Start Date: ___/____/____   End Date: 04/05/1999

Field	Action
Start Date	Enter the starting date of the range.
End Date	The system defaults to the current date.

Processes, Continued

Users Made Inactive By Departing 8C Report, Continued

Press the "Enter" key and the following screen is displayed along with the action to be taken.

Inactive Users Report For Dates 07/01/1998 to 08/14/1998						
SDA II Inactive Users Report For Dates 07/01/1998 to 08/14/1998						
Printed: 98AUG14						Page 1
THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974, TITLE 5, USC, SECTION 552A.						
						Inactive
User Name	User ID	SSN	Dist	OPFAC	RU	Date
Maggard, Cathy	cathy	888-88-8888	53	47400	99	08/12/98
VanArsdall, Eddie	eddie	777-77-7777	53	47400	02	08/13/98
<Print>		<Exit>				<Save As>

Use the arrow keys to view the report, or <F4> to exit.

Approved Transaction Report

This report is available from the HRSIC Reports Menu. Enter "atr" for Fast Path ID or press "JHC" from the main screen in SDA II. The following is displayed along with the action to be taken in Screen 1 of 1.

SDA II – Approved Transaction Report (Screen 1 of 1)
The report will list transactions that are approved, current and have an effective date that is LE (less than or equal) to today.
Enter the DISTRICT OPFAC and RU that you wish to report on, OR for District, enter ALL (A) for all PERSRUs
District: _____ Opfac: _____ RU: _____

Field	Action
District ___, Opfac ___, RU ___	Enter the district or ALL.

Processes, Continued

GDG Report   This report is available in the HRSIC Reports Menu. Enter "gdgrpt'' for Fast Path ID or press "JHE'' from the main screen in SDA II. The following will be displayed.

GDG Report

This report will print the totals for A and B records and subtotals by PERSRU, GDG group and date.
This will allow you to run the GDG report for a GDG number, GDG group, PERSRU or ALL.
Enter a range date below for the range of the report.
Date Range From: __/__/__   Date Range To: __/__/__

Select one of the following choices.

1.   Enter the District OPFAC and RU that you wish to report on, OR ALL for
     all PERSRU's: ___ _____ ___
2.   Enter the GDG number: 0000
3.   Enter the GDG group: 000

Field	Action
Date Range From: __/__/__	Enter the beginning date of the report.
Date Range To: __/__/__	Enter the ending date of the report.
Enter the District OPFAC and RU that you wish to report on, OR ALL for all PERSRU's.	Enter the District, OPFAC, or enter ALL for all the PERSRU listings.
Enter the GDG number	Enter the applicable GDG number.
Enter the GDG group	Enter the applicable GDG group.

Press the "Enter" key for a print out of the report.

Processes, Continued

Update FTP Password

This report is available in the HRSIC Reports Menu. Enter "chaftp" for Fast Path ID or press "JHF" from the main screen in SDA II. The following displays the field and action to be taken in the FTP screen:

Note: When the SDA II developer (userid begins U2BE) sign's on to SDA II and 24 days have passed since the FTP users passwords have been changed, the SDA II developer will receive a message to change the passwords for sdaftp (Sequent FTP user) and k1b2sdax (TCC FTP user). When you answer "Yes", a date field is set and you now have another 24 days before having to change the passwords again. Insure the SDA II and TCC programs have been modified, compiled and moved.

Note: See the SDA II Design Document for a detailed and technical overview of this process.

Have you changed the FTP password's yet? <u>No</u>

Field	Action
Have you changed the FTP password's yet? <u>No</u>	Enter "Y" if applicable and press "Enter" or <F4> to end.

Processes, Continued

Security File Maintenance

The Security File Maintenance option allows you to provide or limit access to all of the actions in SDA II. HRSIC maintains this security. Within the Security List Lookup screen, the following rules apply:

- User logon IDs may contain wildcards.
- An exclamation point (!) means NOT.
- Commas must separate user Login IDs in a list.
- Do not use spaces in a string (they will be taken literally).

The following is a list of access codes and explanations:

Access Code	Explanation
*	All users have access
joey123,jim566,etc.	Only users specified have access
!joey123,!jim566,*	All users, except the ones specified, have access
team*	Only users whose logon ID begins with "team" have access
!*	No one has access. DO NOT use this for access to Security File Maintenance

Each PERSRU has their own set of security records. When updating the security file, you must update for all PERSRUs. Take the following steps to update a security action:

- Highlight and Select any PERSRU to update.
- Use the up and down arrow keys to highlight the security action to be updated.
- Press <F1> to update the selected action.
- Make the appropriate changes as outlined above.
- Press <F1> to update the selected record.
- After pressing <F1>, the system will ask you if you wish to update all PERSRUs records. Enter "Yes" to do so.

Processes, Continued

DAFIS Interface   The DAFIS to LUFS interface is an accounting data reconciliation program for all Printed Reserve Active Duty orders created in SDA II. HRSIC will perform this function for all PERSRU's. The program produces a file for each PERSRU in /proapps/dafis that should be E-Mailed to a corresponding budget and accounting branch.

Note: You should FTP the file from the Sequent to WSIII on a weekly basis and send the file to the Funds Manager.

User ID Administration   The User ID Administration option allows you to maintain a list of valid SDA II user names, User IDs, and System passwords and is located in the HRSIC Administration Menu. To create or delete users you must be logged-on to SDA II as the PERSRU's "Admin" user or as a SDA II developer. Press <F3> (Insert). You will be prompted to enter a User ID, User Name, Password and "Y" or "N" to indicate Review and Approval access. The following rules apply:

- User IDs should not contain spaces and be 8 characters.
- User Names should reflect rank and last name.
- Passwords must be 6 characters long, begin with a letter, and contain 1 or more numbers and are case sensitive.
- Review and Approval passwords must not be the same as the User ID password and are case sensitive.

If you indicate "Y" for Can Review, an existing user with Review and Approval authority must enter their User ID and Review and Approval password. You will then be prompted to enter the new user's Review and Approval password with verification. Insure security file maintenance is set properly.

Processes, Continued

**User ID
Administration,
Continued**

There are three ways to change a User ID and Review and Approval password.

- The user must go into User ID Administration and change their own passwords themselves, OR
- The Admin user may completely delete the User ID and recreate it.
- Run a developer created adhoc.

To delete a User ID, go into User ID Administration and highlight the desired User ID, press <F10>, press <Y> and <F1>.